



Dallas Records Division
325 N. St. Paul, Ste 1900
Dallas, TX 75201

Contact: **LYDIA RODRIGUEZ**

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Email: **lydia.rodriquez@lexitaslegal.com**

Company: 800-497-7618

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Our File No: **89864-2-715092**

Request Date: **06/11/2020**

Facility Phone: **2146657202**

Facility Fax:

RECORDS NEEDED BY: **7/11/20**

U.S. ENVIRONMENTAL PROTECTION AGENCY
ATTEN: LETICIA LANE - FOIA OFC
1445 ROSS AVENUE
DALLAS, TX 75202

Directed to the Custodian of Records for U.S. ENVIRONMENTAL PROTECTION AGENCY:

This office has been retained to assist with the production of documents related to:

BUSINESS RECORDS, Social , Date of Birth

To minimize the amount of time required to comply with our request, please follow these instructions:

1. Review your active files, computer systems, backups, storage, and offsite storage locations to determine if any information pertaining to the above named subject is available for the following:

ANY AND ALL RECORDS PERTAINING TO THE WAREHOUSE FIRE THAT OCCURRED ON 5-28-2018 AT NATIONAL CONTAINER GROUP LOCATED AT 13131 ALMEDA ROAD, HOUSTON, TEXAS 77045, INCLUDING FACILITY REPORTS, SUMMARY REPORTS AND COMPLIANCE REPORTS.

2. Complete the following section and fax this cover letter to my attention with an **invoice that breaks down your fees** per state guidelines. We request records are provided in digital format and legal documents with original signatures. We are unable to remit payment without an invoice and without prior approval of fees.

___ Records are confirmed and the fee for production is \$ _____ for _____ pages.

___ Do you accept payment by Credit Card? ___ Yes ___ No

___ To whom should we remit payment? _____

___ A thorough search has been conducted and no records were found (We will contact you to verify this information and forward you a separate document to complete).

___ Do you have access to a notary ___ Yes ___ No ?

3. Upon receipt of payment complete any included legal documents before a Notary Public and **return the originals** to our office. We will make every attempt to minimize the disruption this request causes your office and you can assist in this regard by responding in a timely manner.

Please contact me at **469-917-1320** or by email at **lydia.rodriquez@lexitaslegal.com** if you have any questions or if you will not be able to complete this request by the date needed as indicated above.

Sincerely,

 **LYDIA RODRIGUEZ**
Case Coordinator

**PLEASE NOTE: On May 9, 2017 our name has changed from America First to Lexitas.
Same great people, same outstanding service.**

